

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING

January 23, 2020

PRESENT: Randy Johnson, Bev Bartlett, Deborah Lundberg, Mary Derginer, Megan Borchardt, Dennis Rader, Eileen Littig, Tom Diedrick, Bob Johnson

EXCUSED: Tom Smith, Mary Johnson, Amy Payne

ABSENT: Sam Warpinski

ALSO PRESENT: Laurie Ropson, Devon Christianson, Christel Giesen, Kristin Willems, John Holzer, Lloyd Schaefer

The meeting was called to order by Chairperson, Johnson at 8:28a.m.

PLEDGE OF ALLEGIANCE:

INTRODUCTIONS:

ADOPTIONS OF AGENDA:

APPROVAL OF MINUTES OF REGULAR MEETING OF December 12, 2019:

Supervisor Borchardt/Ms. Lundberg moved to approve the minutes for the December 12, 2019 Meeting. **MOTION CARRIED with no negative vote.**

COMMENTS FROM THE PUBLIC:

FINANCE REPORT:

REVIEW AND APPROVAL OF PRELIMINARY END OF DECEMBER 2019 FINANCE REPORT:

Ms. Bowers referred to the 2019 Financial Highlights and ADRC Summary Report to demonstrate the preliminary expenses and revenues for 2019 for the ADRC and Grounded Café'. Additional detail will be reported with the March Net Asset Report.

Ms. Littig/Ms. Lundberg moved to receive the preliminary 2019 preliminary year-end finance report and place on file. **MOTION CARRIED with no negative vote.**

REVIEW OF DONOR DESIGNATED DONATIONS:

Ms. Bowers referred to the Donor Directed Donations handout to highlight the donor directed donations and expenses for 2019.

PERSONNEL AND HR COMMITTEE REPORT:

Mr. Johnson summarized the discussion from the HR & Nomination Committee meeting from January 8, 2020 regarding attire and appearance to include:

- Culture and individual views are changing. Older populations may have viewed appearance as extreme or offensive in the recent past, but now no longer "see it"
- The ADRC may have an opportunity to help seniors become more accepting of differences.
- ADRC holds employees to a higher standard for appearance in order to remove any potential barriers from customers asking for help.
- Its important for customers to feel valued and respected when using services.
- It's important to make staff feel valued and appreciated through a flexible culture.
- Feedback that the ADRC should not include a policy forbidding personal decisions regarding their body such as hair color or tattoos but clothing choices are within the scope.
- Each coordinator should be take responsibility of having one on one conversations when a problem arises.
- Good customer service is what is most important and expected/required.
- Appearance can be a gateway to a greater acceptance of diversity in all things, if people can be open to diversity in appearance.

Mr. Johnson stated that Ms. Christianson will be working on this policy and will update the board on verbiage once decided.

DIRECTORS REPORT:

A. BOARD MEMBERS COUNTY EMAIL-INTERNET ACCESS FOR MATERIALS:

Ms. Ropson shared that ADRC Board members will have access to a private ADRC board webpage on the ADRC Internet page. It will be password protected. This webpage will include meeting agendas, minutes, and orientation documents etc. Ms. Willems shared that this is an additional tool for board members not to replace needed support for copies and questions.

B. LOAN PROGRAM GRANT UPDATE:

Ms. Christianson explained that the feasibility study commissioned through a Greater Green Bay Community Foundation planning grant in 2019 concluded that a community medical equipment-lending program is not financially viable as a stand-alone organization. Ms. Christianson shared that she met with Green Bay Public Schools in late December to discuss the schools partnering with the lend closet for the community as an educational opportunity for students. Ms. Christianson shared that with the help of the ADRC and Options for Independent Living, the Green Bay Public Schools are applying for a planning grant for 2020 in order to build a business model. Ms. Christianson will keep the board updated on the progress of this opportunity.

C. UPDATE ON VALUES PROJECT:

Ms. Christianson referred to the laminated handout of the updated Mission, Vision and Values. She explained the next steps in the process. Staff will be meeting in groups to give examples of actions that make the values true for the agency. This will take most of 2020 to complete.

STAFF REPORT: JOHN HOLZER MAINTENANCE COORDINATOR:

Mr. Holzer introduced himself as the Maintenance and Facilities Coordinator. He manages the maintenance workers employed by the Senior Community Training Programs. Mr. Holzer covered the highlights for his unit for 2020. A clean facility, proper room set up for programming, attention to safety items such as snow and ice issues are all daily priorities. Mr. Holzer also shared the projects completed in 2019:

- HVAC updates
- Roof at 331 S Adams St
- Addition of the planter in the parking lot
- A Process Improvement project was completed on the maintenance room

Mr. Holzer then referred to the Loan Closet Statistics handout and covered the highlights for 2019.

Mr. Robert Johnson exited the meeting an 10:00 AM

LEGISLATIVE UPDATES:

Ms. Christianson provided update on the Nurse's Aide Training Bill, the Elder Abuse Bill and the Adult Guardianship Education Bill.

ANNOUNCEMENTS:

Ms. Littig shared that the ADRC play "Steering into the Skid" will be performed at the YWCA on 3/11/2020.

NEXT MEETING— ADRC-300 S. Adams St. February 27, 2020 at 8:30 AM.

ADJOURN:

Supervisor Borchardt/Ms. Lundberg moved to adjourn the meeting. **MOTION CARRIED with no negative vote.**

The meeting adjourned at 10:33 a.m.

Respectfully Submitted,
Kristin Willems,
Administrative Services Coordinator